POSITION DESCRIPTION

POSITION TITLE: Health Promotion and Planning Officer
DIRECTORATE: CVHA
RESPONSIBLE TO: Executive Officer
DIRECT REPORTS: Not Applicable
AWARD: Victorian Public Health Sector (Health and Allied Services, Managers and Admin Officers) Multi Enterprise Agreement 2009-2011
CLASSIFICATION: HS4
EMPLOYMENT STATUS: Fixed Term to 30th June 2013
HOURS PER FORTNIGHT: 76
DATE OF CREATION/AMENDMENT: July, 2012
CREATED/AMENDED BY: Executive Officer

POSITION OBJECTIVE

Key objectives to support improvement in health outcomes of the community:
- Promote a broader population health and wellbeing focus within the partnership
- Build the evidence base and best practice health promotion capacity of the partnership’s Integrated Health Promotion Plan for Health and Wellbeing in conjunction with Board members, partners and staff
- Support member agencies involved in integrated health promotion to work in partnership to realise the priorities of the CVHA Plan for Health and Wellbeing
- Ensure a planned and integrated approach to health promotion activities across the CVHA region, including working within the new health promotion environment of the Prevention Community Model.

RESPONSIBILITIES & PERFORMANCE INDICATORS

- Lead and support the development and maintenance of sustainable and effective partnerships with stakeholders
- Within in current policy and practice framework, plan, develop and implement the partnership integrated health promotion and health promotion capacity building plans which are evidence based and evaluated through strong and responsive project management
- Develop and support sustainable and effective relationships between health promotion providers within the partnership
- Develop relationships sustainable and effective with relevant service providers in the region and across the state to improve project and program outcomes
- Identify opportunities for collaboration between integrated health promotion and planning and other programs areas and initiatives within CVHA to maximise outcomes
- Support the development and implementation of CVHA strategic initiatives
- Prepare papers and presentations for relevant meetings, conferences and forums
- Represent CVHA at local, regional and state wide forums
- Prepare timely high quality reports for the Executive Officer, Department of Human Services, CVHA Board and other bodies as required
- Identify and capitalise relevant external funding sources for priority issues
- Ensure projects meet Funding and Service Agreement outcomes
- To actively participate in professional development activities
• Other duties as requested

QUALIFICATIONS

Essential: A relevant and appropriate tertiary qualification in health or community related field (health promotion)

Desirable: A postgraduate qualification in Health Promotion/Public Health

KEY SELECTION CRITERIA

• Demonstrated understanding of and commitment to the principles of community development, health promotion and the social model of health
• A comprehensive understanding of the Department of Health’s Primary Care Partnership Strategy, the Integrated Health Promotion Framework and the Prevention Community Model and other relevant policy and best practice in the public health, primary care and community services environment across all levels of government.
• Demonstrated knowledge of and experience in partnership development with the ability to build, strengthen and maintain relationships at a variety of levels
• Demonstrated understanding of and experience in health promotion tools and principles such as needs assessments, evaluation and research
• Demonstrated high level analytical and problem solving skills and written and verbal communication skills
• High-level organisational skills in all aspects of project and partnership management: consultation, planning, delivery, budget planning and management and evaluation; risk identification and management, time management and strategic and proper reporting. Understanding and identification of the impact of change and skill to manage effective and inclusive transitions
• Demonstrated ability to work as part of a team, as well as capacity to work independently and show leadership in developing, implementing and reviewing activities and their outcomes
• Experience with community based health promotion activities.

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Castlemaine Health’s Occupational Health and Safety policies and procedures or Central Victorian Health Alliance Occupational Health and Safety policies and procedures (where relevant) and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

It is every employee’s responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Castlemaine Health Intranet site.

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including staff of Central Victorian Health Alliance and Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Central Victorian Health Alliance are required to adhere to these principles.
RISK MANAGEMENT

Central Victorian Health Alliance supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

Central Victorian Health Alliance is committed to the employment principles that reinforce the public sector values. These principles ensure:
- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Central Victorian Health Alliance.

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<tr>
<th>Responsiveness</th>
<th>providing frank, impartial and timely advice to the Government</th>
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<tr>
<td></td>
<td>providing high quality services to the Victorian community</td>
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<td>identifying and promoting best practice</td>
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<td>Integrity</td>
<td>being honest, open and transparent in their dealings</td>
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<td>using powers responsibly</td>
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<td>reporting improper conduct</td>
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<td>avoiding real or apparent conflicts of interest</td>
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<td>striving to earn and sustain public trust at the highest level</td>
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<td>Accountability</td>
<td>making decisions and providing advice on merit without bias, caprice, favouritism or self-interest</td>
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<td>acting fairly by objectively considering all relevant facts and applying fair criteria</td>
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<td>implementing Government policies and programs equitably</td>
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<td>Respect</td>
<td>treating others fairly and objectively</td>
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<td>ensuring freedom from discrimination, harassment and bullying</td>
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<td>using their views to improve outcomes on an ongoing basis</td>
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<td>Leadership</td>
<td>actively implementing, promoting and supporting these values</td>
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**Human Rights**

- making decisions and providing advice consistent with human rights
- actively implementing, promoting and supporting human rights

**ADDITIONAL REQUIREMENTS**

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

**ACCEPTANCE OF THE POSITION**

*I understand, agree to and accept the role as outlined in accordance with this position description*

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**REPORTING MANAGER**

*Signed on behalf of Central Victorian Health Alliance*

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